

LANCASTER COUNTY BUILDING ADMINISTRATOR

NATURE OF WORK

This is responsible administrative and technical work supervising the County Building and Grounds Department in the management, maintenance, rental and preservation of City-County-owned property assigned to the Public Building Commission. This is an unclassified position.

Work involves responsibility for managing and maintaining assigned property, negotiating lease agreements, establishing rental rates, and preparing fair and accurate real estate appraisals. Work includes overall responsibility for maintaining the City-County Building and other buildings including supervising all phases of building construction, repair, maintenance and cleaning activities. An employee in this class will work with designated architectural and engineering firms in developing specifications for renovation and construction of assigned properties. Work also involves receiving and accounting for rental receipts; analyzing assigned property as to its surplus nature; purchasing products and services necessary for maintaining and repairing assigned property; supervising the payment and disbursement of funds; and preparing the departmental budget and monitoring budgetary expenditures. Work is performed under the general policy direction of the Public Building Commission with the incumbent being held accountable for the duties and responsible for the results achieved.

EXAMPLES OF WORK PERFORMED

Supervise all phases of building maintenance, repair and cleaning activities of assigned buildings and real estate, including reviewing and negotiating maintenance contracts, approving the payment of bills incurred, establishing specific guidelines for the maintenance staff, developing a preventative maintenance program, analyzing requests for renovation and supervising bid letting and subsequent construction.

Manage and maintain assigned properties in a safe, sanitary and habitable condition including supervising maintenance and repair activities; work with designated architectural and engineering firms in developing specifications for renovation and construction of assigned properties.

Establish rental rates; receive and account for rental receipts, payments and disbursements; prepare the departmental budget and monitor budgetary expenditures.

Prepare fair and accurate real estate appraisals; negotiate lease agreements for assigned property.

Purchase products and services necessary for maintaining assigned property.

Prepare reports for public improvement projects, including alternatives relating to cost and effects; collect, correlate and submit data for environmental impact studies and public hearings.

Perform special assignments or duties as assigned by the Public Building Commission.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of local real estate practices and laws, property management functions, and property identification and location systems.

Thorough knowledge of real estate property management functions including renting, maintaining, insuring and selecting tenants.

Some knowledge of mechanical and structural engineering principles in understanding plans and specifications.

Some knowledge of governmental practices relating to public improvements.

Ability to prepare or supervise the compilation of reports covering real estate holdings by type, value, rental income and location.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with City and County Division employees, realtors, tenants and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in business administration, public administration or related field, including specialized course work in real estate appraising or management and thorough experience in real estate, property management and maintenance.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business administration, public administration or related field, plus considerable experience in property management and maintenance; or any equivalent combination of training and experience which would provide the desirable knowledges, abilities and skills.

DESIRABLE SPECIAL REQUIREMENT

Certified Property Manager designation from the Institute of Real Estate Management is desirable at time of appointment.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Nebraska Real Estate Broker's License is required at time of appointment.

Approved by: _____
Personnel Director

7/96

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